



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Assistant Manager

Fitness Center (FC)

Lummi Tribal Health Center (LTHC)

OPEN: October 13, 2023

EXEMPT: No

SALARY: (8) \$23.05-\$25.96/hr. DOE

SHIFT: Day/Flexible

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: LTHC

DEPARTMENT: FC

SUPERVISOR: FC Manager

VACANCIES: 1

JOB SUMMARY: Assistant Manager is responsible for assisting in ensuring the quality of service to community, LIBC and other entities. Assistance in promoting, implementing, and organizing wellness events for members that promotes physical activity, and overall increase of lifestyle fitness and wellness choices. Assistance with daily operations of the Fitness Center as needed. Perform day to day management duties during manager's absence.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Assist manager in providing day-to-day management of the Fitness Center.
2. Assist manager in maintaining quality of instruction, safety, sanitation, and customer service.
3. Assist in maintaining staffing required for daily operation including supervision and scheduling of Fitness Center staff and contacted instructors.
4. Oversees the wellness events, space usage, instructor, and interdepartmental agreement process, maintaining files and reporting.
5. Assist in promotion of wellness activities, classes and healthy lifestyle for all members, community, and Lummi Indian Business Council.
6. Assist with coordinating wellness activities and events
7. Communications and social media relations for informational, promotional, and recruiting purposes of all members and community.
8. Assist in soliciting contributions from outside entities supporting wellness, fitness and nutrition.
9. Assist with inventories and purchase supplies necessary for efficient operation of the facility.
10. Assist in addressing and correcting all job performances
11. Assist in collection of data to prepare special reports and projects related to management of the Fitness Center as requested or assigned.
12. Maintain knowledge of Fitness Center administrative procedures to ensure continuance of payments, club deposits, and payroll deductions.
13. Conduct equipment orientations as requested by members
14. Take guests on tour of facility when necessary
15. Answer and direct all phone calls when necessary

16. Periodically check locker room and weight room for cleanliness and safety, some housekeeping required.
17. Create, revise, and type Fitness Center forms, documents, invoices, memos, letters, emails, and other written correspondence.
18. Open/Close building as needed
19. Provide Attendant duties when necessary
20. Provide Housekeeping duties as needed
21. Help to train attendants and housekeeper as needed
22. Assume responsibility of Fitness Center Manager in their absence.

MINIMUM QUALIFICATIONS:

- Associate's Degree
- Minimum of 2 years administrative support experience
- Minimum 6 months customer service and/or sales experience
- 1 year of supervisor experience *preferred*.
- Possess current First Aid, CPR and AED certification
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Facility related management experience preferable fitness or community health/wellness related
- Knowledge of operations, marketing, and basic accounting principles
- Ability to work with no supervision and supervise others
- Experience communicating with people of health and fitness levels, and cultural backgrounds
- Knowledge of human anatomy, physiology, biomechanics, and kinesiology
- Knowledge and familiarity with community served
- Ability to be professional, courteous, and dependable
- Ability to maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.